

## **6003 - PARK SUPERINTENDENT**

### **NATURE OF WORK**

This is specialized technical and supervisory work in the landscaping and maintenance of City parks, median strips, and other landscape areas. Work involves responsibility for supporting the Assistant Director of Parks with the implementation of landscape plans and for general direction of parks maintenance. The incumbent gives technical direction and field supervision in a wide variety of skilled functions related to the maintenance of park beautification.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Supervises, assigns, and checks the work of skilled and unskilled workers engaged in such activities as: pruning, propagating, spraying, planting, transplanting, cultivating, mulching and trimming trees and plants. Supervises the operations of the Nursery and Conservatory.

Assists in the diagnoses of plant and tree diseases, and prescribes treatment; coordinates nursery stock with landscaping needs; assists in the planning of preparation of landscaping specifications; estimates costs of labor and materials.

Implements established standards of grounds maintenance and care and reviews work of subordinates for attainment of such standards.

Conducts continuous inspection program on all trees and plants to ascertain amount and type of fertilizer, weed killers, fungicide, insecticide, and irrigation required; provides for systematic maintenance of all landscaping throughout park system.

Coordinates the scheduling of all specialized crews assigned to maintenance activities in the City parks and median strips; supervises maintenance and construction jobs in the field; coordinates men and equipment; coordinates equipment maintenance and repair with mechanics in order to effect efficient scheduling of field crews.

Assigns crews as necessary to support special City events.

Assists the Assistant Director of Parks with the selection and purchasing of the Plant material installed within the City.

Assists the Assistant Director of Parks with the preparation and monitoring of the Division's budget.

Assists the Assistant Director of Parks with the implementation and enforcement of all Departmental/Divisional policies, directives and work rules.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the principles, practices and procedures of landscaping and forestry. Working knowledge of the methods, materials, tools and practices used in the propagation, planting, transplanting, digging, and cultivation of nursery stock.

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Knowledge of the methods and practices of treating grasses, plants, and trees for blights, fungi, insects, parasites, and of diseases peculiar to a subtropical climate.

Working knowledge of occupational hazards and safety precautions, rules and regulations applicable to parks maintenance and construction work.

Ability to read, interpret and assign work for blueprints, sketches, specifications, and construction drawings.

Ability to estimate labor, materials, and equipment requirements and costs.

Ability to utilize independent judgment in arriving at decisions concerning administrative and operating problems.

Ability to prepare and maintain accurate records and reports.

Ability to plan, assign, supervise and evaluate the work of subordinate employees in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with City officials, other employees, contractors, and the general public.

Ability to communicate effectively, both verbally and in writing.

### **MINIMUM REQUIREMENTS**

Graduation from high school or equivalent and considerable supervisory experience in landscaping, parks maintenance and construction. Experience may substitute for education on a year-for-year basis.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copies and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling. Some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

### **SUPERVISION RECEIVED**

The incumbent plans, schedules, evaluates, and is held accountable for the work of supervisory, skilled, unskilled, and clerical employees engaged in the maintenance and construction of City parks and other landscaped areas.

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